MMWC Practica

Enrollment information for ANTH A408, FOLK F403, FOLK F803, HIST H496, and AADM Y550

Application Deadline March 31, 2015

MATHERS MUSEUM OF WORLD CULTURES

INDIANA UNIVERSITY
Bloomington

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Last updated: March 2015
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A practicum/internship at the Mathers Museum of World Cultures provides students with the opportunity to gain hands-on work experience in museums while earning academic credit through Indiana University’s Department of Anthropology, Department of History, Department of Folklore and Ethnomusicology, and the Program in Arts Administration.

Museum practica and internships must be arranged with museum personnel, and authorized by the faculty of record for the specific practicum/internship course prior to registration.

To apply for a practicum/internship at the Mathers Museum of World Cultures, please review the following listings, and then submit a completed application (attached to this document) by March 31, 2015, to the appropriate departmental supervisor for an interview. Select candidates will be interviewed and must receive endorsement from the museum supervisor in order to enroll in the course.

After obtaining endorsement, the student must obtain authorization from the faculty of record. Students wishing to enroll in ANTH A408, FOLK F403, and FOLK F803, should contact Dr. Jason Baird Jackson (jbj@indiana.edu), the Director of the Mathers Museum, for authorization for enrollment in those courses. Students wishing to enroll in HIST H496 should contact History Department internship coordinator Susan Ferentinos (sferenti@indiana.edu) for authorization for enrollment in that course. Students wishing to enroll in AADM Y550 should contact MAAA Assistant Director Megan Starnes (merflynn@indiana.edu) for authorization. Acceptance of practicum/internship students is limited.

All practicum students are required to attend a student orientation each semester. Orientation for Fall Semester 2015 will be on Thursday, August 27, 4:30-6 p.m. During this orientation, introductions will be made, safety and security will be discussed, paperwork will be filled out, and a building tour will be given.

Students must also attend an event towards the end of the semester. On Thursday, December 10, 4:30-6 p.m., practica students will give brief presentations on their practica experiences as part of a Capstone event. These talks can include what you’ve learned about yourself, how you see this experience relating to your future professional life, what you learned about a particular artifact or place, discoveries you’ve made about yourself, or any other information that you think demonstrates/explains your experience here.

We hope when you have completed your practicum you have experiences you can put on a resume or graduate school application that enable you to demonstrate a greater understanding of the day to day operating of your department and how you contributed to its success. Participation in both the entry and exit events is critical in achieving these objectives.
Practicum Opportunities

Requirements for MMWC Practica

Hours

The required number of practicum hours worked per week at the MMWC varies according to the number of credit hours of A408, F403, F803, and H496 the student is enrolled in, and the semester of enrollment. Please review the following table. (Y550 students must complete 50 hours of work at the MMWC, and an additional 100 hours at two other institutions.)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Fall / Spring</th>
<th>Summer 1 / Summer 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3 hours per week for 15 weeks</td>
<td>7.5 hours per week for 6 weeks</td>
<td>45 hours per semester</td>
</tr>
<tr>
<td>2</td>
<td>6 hours per week for 15 weeks</td>
<td>15 hours per week for 6 weeks</td>
<td>90 hours per semester</td>
</tr>
<tr>
<td>3</td>
<td>9 hours per week for 15 weeks</td>
<td>22.5 hours per week for 6 weeks</td>
<td>135 hours per semester</td>
</tr>
<tr>
<td>4</td>
<td>12 hours per week for 15 weeks</td>
<td>30 hours per week for 6 weeks</td>
<td>180 hours per semester</td>
</tr>
</tbody>
</table>

Work Schedule

Students must provide to their supervisors a set work schedule at the beginning of the semester. If possible, work should be scheduled in time blocks of three hours or more.

Grading

All practicum hours must be completed during the semester you’re enrolled in order to earn a passing grade. Grades are raised or lowered based on the quality of practicum work and your adherence to museum policies and procedures. Please check with your departmental supervisor for more specific guidelines.
Curatorial Practicum

Supervisor

Ellen Sieber, Chief Curator
Contact: esieber@indiana.edu or phone 812-855-3944

Credits/Prerequisites

Students may take 2 to 4 credit hours of practicum per semester. Introduction to Museum Studies (A403) or previous museum experience is useful, but not required. Students who wish to enroll in a curatorial department practicum must apply by filling out the application found at the end of this guide. Candidates whose interests and experience align with current projects will be interviewed and must have permission to register.

Qualifications

Curatorial department practicum students need to have careful and responsible work practices and a commitment to accuracy. Good computer, research, and writing skills are of high importance. The ability to follow procedures and work fairly independently are essential.

Duties

Curatorial department practicum work focuses on three main functions: cataloging, research, and collections management. Students often work on projects that combine all three of these functions. The work is project-based, with most projects organized so that several students can work on one venture, though specialized individual work is also possible. Projects are assigned based on students’ interests, experiences, and knowledge.

Projects vary depending on departmental priorities, and can include:

- Inventory and cataloging of new accessions
- Research into new or existing collections, including holdings of objects and of historic photographs and documents
- Management of the museum’s curatorial library, a small non-circulating collection focused on material culture of world areas and material culture research.

Each project has its own associated duties but all projects involve record-keeping, and most involve direct work with objects, photographs, or documents.
**Supervisor**

Theresa Harley-Wilson, Registrar  
Contact: tharleyw@indiana.edu or phone 812-855-3339

**Credits/Prerequisites**

Students may take 1 to 4 credit hours of practicum per semester. Introduction to Museum Studies (A403) or previous museum experience is useful, but not required. All students who wish to enroll in an inventory support practicum will be interviewed and must have permission to register.

**Qualifications**

Students interested in an inventory support practicum should have careful and responsible work practices, and a commitment to neatness and accuracy. Because they will be working closely with the collections, they should have an interest in experiencing the physical nature of artifacts of material culture and learning about handling, storage, and environmental best practices in collections management.

**Duties**

Students will be responsible for a variety of duties, which can include:  
- Safely handling artifacts per Mathers Museum guidelines  
- Inventorying sections of the collection following Mathers Museum procedures and recording data collected so that it can be easily read and transcribed  
- Troubleshooting discrepancies found during inventory  
- Accurate and timely data entry associated with inventory  
- Making certain that artifacts are neatly stored per Mathers Museum guidelines  
- Other projects as the need arises

The MMW has a fiduciary responsibility to achieve and maintain an accurate accounting for all collections. Inventory is an ongoing function that is essential to meeting this responsibility. The Registrar will assign storage sections to be inventoried and will generate the forms that the students will be required to complete. Students will interact with artifacts from throughout the world and will gain experience in museum artifact numbering and storage systems.
Practicum Opportunities
Registration Assistant Practicum

Supervisor
Theresa Harley-Wilson, Registrar
Contact: tharleyw@indiana.edu or phone 812-855-3339

Credits
Students may take 1 to 4 credit hours of practicum per semester.

Qualifications
Students should be efficient, organized, flexible, and able to pay close attention to details. They should also have good computer, reasoning, and writing skills. An interest in learning about and working with collections documentation systems is desirable.

Duties
Students will be responsible for a variety of duties, which can include:

• Generating receipts and legal documents for artifacts entering and exiting the museum (both acquisitions and loans) adhering to procedures outlined in Registration Department handbook
• Accurately and timely entering of data into appropriate databases
• Troubleshooting discrepancies found in collections records
• Safely handling artifacts per Mathers Museum guidelines
• Recording condition of artifacts on standard report form
• Packing/unpacking artifacts and documenting packing
• Other projects as the need arises

Because the nature of registration is both varied and cyclical – and many departmental activities are tied to exhibits, incoming and outgoing loans, and other museum programming – projects will be assigned throughout each semester as needed. Students will be responsible for both ongoing and short-term assignments with specific due dates.
Practicum Opportunities

Conservation Practicum

Supervisor

Judith Sylvester, Conservator
Contact: jlsylves@indiana.edu or phone 812-855-3392

Credits

Students may take 1 to 4 credit hours of practicum per semester.

Students wishing to apply for a Conservation practicum should make an appointment for an interview. Appointments may be scheduled in advance Mondays through Thursdays at 9:30 a.m. (Other times can be arranged as needed.) E-mails are received and processed between 9:30 a.m. and 4:30 p.m. Monday to Friday only.

Qualifications

The desire to work with artifacts of beauty and historic value, the ability to execute careful, detailed work, demonstrable initiative, and the ability to plan and conclude projects.

Conservation practicum work hours are available in blocks of time, between 9 and 4:30 p.m. on Mondays through Fridays.

Duties

Where possible, duties will be assigned according to the student’s experience and stated preference. Activities may be chosen, or will be assigned from the following list:

- Artifact preparation
- Documentation
- Project assistance requiring operation of sewing machines, or shop equipment.
Practicum Opportunities

Photography Practicum

Supervisor

Matthew Sieber, Manager of Exhibitions
Contact: msieber@indiana.edu or phone 812-855-9167

Credits/Prerequisites

Students may take 2 to 4 credit hours of practicum per semester, depending upon supervisor’s approval. Experience in any or all of the following areas is useful but not necessary:

- Scanning photographs and storing digital information
- Studio experience
- Darkroom experience, including printing
- Processing of black and white film
- Experience with 4” x 5” format film and cameras

An interview required, including portfolio review or samples of previous printing work and/or digital work.

Qualifications

Students interested in photography practica should be efficient, organized, motivated, able to pay close attention to details, and possess very good printing skills.

Duties

Depending upon projects undertaken, students taking a photography practicum will be expected to:

- Familiarize themselves with museum policies and procedures as related to photography
- Work in the graphics lab or collections workroom digitizing the museum’s collections of historic photographs and/or negatives
- Learn proper handling of artifacts, including historic negatives and prints
- Keep careful records of the work
- Work in the studio photographing various artifacts as needed in digital format
Exhibitions Practicum

Supervisor
Matthew Sieber, Manager of Exhibitions
Contact: msieber@indiana.edu, or phone 812-855-9167

Credits/Prerequisites
Beginning students must take a minimum of 3 credit hours of practicum. Returning students may take 2 to 4 credit hours, subject to supervisors’ approval. Introduction to Museum Studies (A403) or previous museum experience is required for an Exhibitions Production Project practicum and is helpful but not required for an Exhibitions Assistant or Special Project practicum. All applicants must provide at least one example of her or his writing, preferably including a research paper with sources, and detailed list of database and computer program experience. An interview is required, and the writing sample must be submitted with the attached application.

Qualifications
Students interested in exhibitions practica must be efficient, organized, motivated, and able to pay close attention to details. Skills in the areas of carpentry, graphics production, and/or research are helpful. Willingness to do mundane tasks and get dirty is required.

Duties
Types of Exhibitions Practica include the following:

- Exhibitions Production Project: Working singly or in teams students develop, research, script, and mount a small exhibit in one of the temporary exhibit areas in the museum.
- Exhibitions Assistant: Students assist the Manager of Exhibitions and the Preparator to mount and install a major exhibit.
- Special Project: Prior to signing up for a practicum, students may submit a proposal, subject to approval by the Manager of Exhibitions and/or the Preparator, for a special project to be complete during that practicum.

Students taking an exhibitions practicum must be capable of meeting deadlines. Students will be expected to familiarize themselves with museum policies and procedures as they relate to exhibitions. Depending on the type of practicum selected, skills, area of interest, and museum needs at the time, students may be required to assist with carpentry, paint, construct mounts, cut mats for framed items, and/or help with label production. All students will be expected to assist with clean-up, exhibitions maintenance, and various and sundry other arduous and/or tedious tasks.
Public Relations Practicum

Supervisor

Judith Kirk, Assistant Director
Contact: jakirk@indiana.edu or phone 812-855-1696

Credits

Students may take 1 to 3 credit hours of practicum per semester. An interview is required, and a writing sample must be submitted with the attached application.

Qualifications

Should have strong writing skills, be organized, and pay close attention to details.

Duties

Practicum students will be expected to:

- Develop articles for a newsletter
- Develop press releases
- Contact press/media representatives
- Assist in flyer/mailing distributions
- Assist in social media
Practicum Opportunities

Facilities Practicum

Supervisor

Kelly C. Wherley, Facilities Coordinator
Contact: kwherley@indiana.edu or phone 812-855-6873

Credits

Students may take 1 to 3 credit hours of practicum per semester.

Qualifications

Interested students should have responsible work practices. They should also have good computer skills. Accuracy in dealing with various forms of record keeping is necessary. Must enjoy meeting and assisting the public as well as Indiana University employees.

Duties

Students participating in the Facilities Practicum will be expect to assist with:

- All aspects of Visitor Services
- Updating and maintaining emergency/security controls and procedures
- All aspects of Mathers Museum Store operation
- Facilitating museum rentals
- Environmental monitoring and recording
- Building/Grounds supervision and maintenance
- Filing, mailings, drafting correspondence, and other office duties as needed
Practicum Opportunities
Museum Education Practicum

Supervisor
Sarah Hatcher, Head of Programs and Education
sahatche@indiana.edu or phone 812-855-0197

Credits/Prerequisites
Students may take 1 to 3 credit hours of practicum per semester. Introduction to Museum Studies (A403) or previous museum experience is strongly recommended. Coursework or experience in one of more of the following areas: anthropology, folklore, the arts, museum studies, area studies, education, art education, art history, or history. A writing sample must be submitted with the attached application.

Qualifications
An education practicum student should like to learn and teach, enjoy working with people of all ages, and look forward to making and teaching craft projects for children. Strong writing and research skills are required. Familiarity with educational methodology and hands-on, free-choice learning principles a plus. Experience in graphic design, desk-top publishing, or web design will open additional project options.

Duties
Education programs projects may include:

• Conducting tours and leading educational activities
• Proposing, developing/supporting and implementing public programs
• Designing activities for informal learning
• Producing gallery materials to enhance exhibit experiences
• Developing outreach programs, kits, and activities for use in classrooms and retirement centers
• Conducting research and writing reports, resource guides, or other documents
**Practicum Application**

**NAME____________________________________________**

**ADDRESS_________________________________________**

**CITY______________________________________________**

**STATE_________________ZIP________________________**

**TELEPHONE (HOME)______________________________**

**TELEPHONE (OTHER)______________________________**

**EMAIL____________________________________________**

**Semester/Year of Practicum________________________**

**Which Practicum are you applying for?______________**

__________________________________________________

__________________________________________________

__________________________________________________

**With whom would you like to schedule an interview?**

__________________________________________________

__________________________________________________

**Availability**

<table>
<thead>
<tr>
<th>APPROX. HRS/WK</th>
<th>MON: AM PM</th>
<th>TUES: AM PM</th>
<th>WED: AM PM</th>
<th>THURS: AM PM</th>
<th>FRI: AM PM</th>
<th>SAT: AM PM</th>
<th>SUN: AM PM</th>
</tr>
</thead>
</table>

**Months**

- JAN □ FEB □ MAR □ APR
- MAY □ JUN □ JUL □ AUG
- SEP □ OCT □ NOV □ DEC

**Checklist of skills and experience**

- □ MUSEUM WORK:
  - □ GREETER
  - □ TELEPHONE

- □ COMPUTER
  - □ WORD PROCESSING
  - □ DATABASE
  - □ LAYOUT/DESIGN

- □ CARPENTRY
- □ PAINTING
- □ SEWING
- □ PHOTOGRAPHY
  - □ DARKROOM
  - □ B/W DEVELOPING
  - □ B/W PRINTING
  - □ COLOR SLIDE SHOOTING
  - □ COLOR PHOTO SHOOTING
  - □ HANDLING OLD PHOTOS
  - □ DIGITAL SHOOTING
  - □ SCANNING

- □ TEACHING/TEACHER’S AIDE
- □ TOUR GUIDE
- □ OTHER:

**Have you ever done a practicum/internship before?**

- □ YES □ NO If yes, where?